



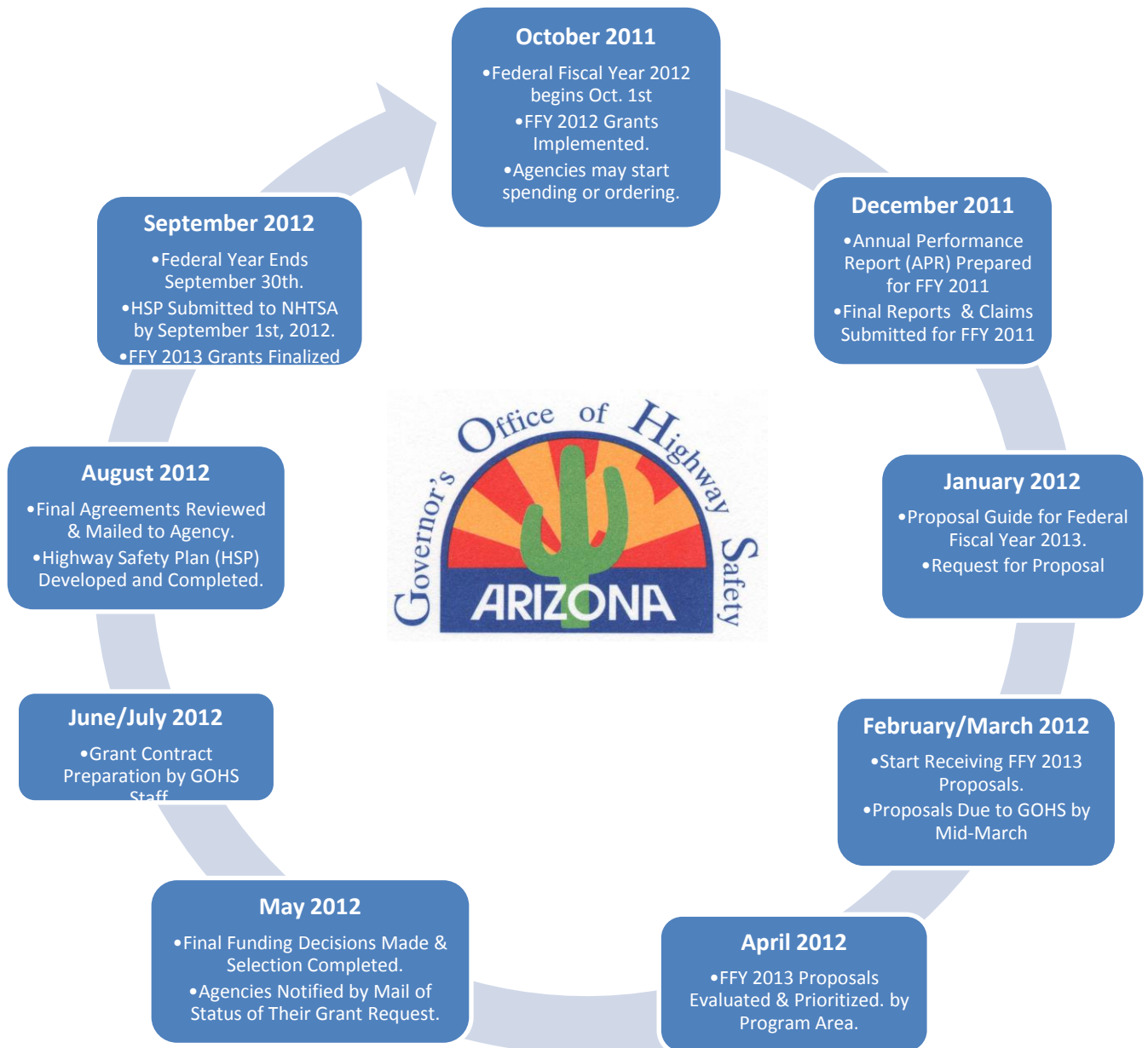
FEDERAL FISCAL YEAR 2013 PROPOSAL GUIDE

ARIZONA GOVERNOR'S OFFICE OF HIGHWAY SAFETY

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GOVERNOR
STATE OF ARIZONA

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FEDERAL FISCAL YEAR 2013 GRANT CYCLE



GOVERNOR' OFFICE OF HIGHWAY SAFETY (GOHS)

PURPOSE AND AUTHORITY

The procedures outlined in this manual are based upon the requirements of the Highway Safety Act of 1966 (United States Code, Title 23, Chapter 4, § 402, § 408 and § 410) and subsequent amendments; the Safe, Accountable, Flexible, Efficient Transportation Equity Act: A Legacy for Users ("SAFETEA-LU"); Arizona Revised Statutes; the Arizona Vehicular Code; and Administrative Orders issued by the Federal Highway Administration ("FHWA"), the National Highway Traffic Safety Administration (NHTSA), and the Arizona Governor's Office of Highway Safety ("GOHS").

Projects under the Highway Safety Act are funded through grants from NHTSA. Federal funds are authorized under the Act to assist state and political subdivisions in conducting highway safety programs approved by the respective governor and the U. S. Secretary of Transportation.

This guide has been prepared by GOHS to provide guidance in conforming to the federal fiscal and technical requirements. All governmental and non-profit agencies are encouraged to take an active part in Arizona's Highway Safety Program. Please contact GOHS whenever information or assistance is needed.

It is the responsibility of each agency to notify GOHS in writing immediately when a proposal submitted to GOHS has been funded from another source. Failure to make this notification could result in supplanting which is a direct violation of federal rules or could adversely affect future funding opportunities.

FUNDING CRITERIA GUIDELINES

Federal funds allocated to finance state and local government highway safety projects are intended to supplement, not be a substitute for, ongoing state or local program expenditures. Projects should be designed to eliminate a deficiency in an applicant agency's program or to expand an existing program. Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.

Federal grants are funded in the form of reimbursable contracts. Reimbursement is made by GOHS on the basis of a written claim made by the applicant agency each time funds are expended.

GENERAL REQUIREMENTS

All political subdivisions participating in federal grant processes must comply with the Single Audit Act of 1984 (P.L. 98-502). A copy of an independent audit of your agency must be mailed to GOHS' Chief Financial Officer, Lori Boncoskey at 3030 North Central Avenue, Suite 1550, Phoenix, AZ 85012 or emailed to Ms. Boncoskey at lbboncoskey@azgohs.gov.

The Buy American Act applies to the federal funding program when total cost per unit of capital outlay in a single project contract/agreement exceeds \$500,000 in federal funds.

Highway Safety Act funds cannot be used for the construction, design, or maintenance of highways or for highway construction research projects.

Highway Safety Act funds may be used for conducting inventories, need studies, engineering studies, systems development, program implementation, or for purchasing equipment. (Program implementation can include putting new programs into use and the training required for their use.)

GENERAL PROPOSAL INSTRUCTIONS

COVER LETTER

A cover letter to the attention of the Director of the Governor's Office of Highway Safety shall be submitted on agency letterhead and must be **signed by a representative of your agency authorized to commit your agency to conduct the grant should it be approved for funding**. The cover letter should summarize the total number of proposals submitted, total dollar amount requested, and if submitting for multiple grant projects, prioritize the funding request.

HOW TO APPLY

Applying for a GOHS grant begins with submission of a proposal. The proposal is to be submitted only on-line to egrants.azgohs.gov with a separate cover letter prepared on your agency letterhead. The system will open for submittals on **February 1, 2012**. Proposals must be submitted by **March 16, 2012**. GOHS will not accept proposals that are faxed and/or mailed. **Proposals cover letters** should be submitted to the following address:

**Director Alberto Gutier
Governor's Office of Highway Safety
3030 North Central Avenue #1550
Phoenix, Arizona. 85012**

FEDERAL FISCAL YEAR-2013

GOHS grant funding is based on the federal fiscal year calendar, which begins on October 1 and ends on September 30. Grants for the 2013 federal fiscal year begin October 1, 2012. Grants are awarded for a one-year period. To establish the dates, take into consideration elements of the objectives.

If selected, GOHS staff will assist your agency to finalize the contractual grant agreement. Development of the agreement will begin in the May 2012; however, **grants are not considered approved until an official signed grant agreement is in place.** Therefore, it is incumbent upon the agency be prepared to initiate the grant timelines by an October 1 start date.

Upon written notification from GOHS that your proposed grant agreement has been selected, it is imperative for an agency research the procurement processes for obtaining grant funded items (equipment bids, etc.) in order to complete project in a timely fashion. However, **do not incur any costs prior to the contract execution.**

If you have any questions when preparing your proposal, please contact a Project Coordinator at the GOHS for assistance: (602) 255-3216.

If your City Council or Board of Supervisors is not scheduled to meet before your proposal is submitted, include the date of their next meeting in your scanned cover letter and forward the resolution to the GOHS as soon as it is signed and certified. Failure to do this can invalidate your proposal.

Include your governing board's requirements, i.e. some require a resolution to submit the proposal and then another one to accept the contract. Others simply have a monetary limit.

PROPOSAL REVIEW

Proposals will be reviewed by GOHS staff to determine:

- Past performance of the agency (performance during enforcement periods, past grant awards etc...)
- If the crash and activity data covering the three preceding years indicates a significant problem
- If the proposed countermeasure(s) address the problem
- How the agency intends to continue the program following the termination of federal funding support.

GOHS Funded Programs Descriptions

Accident Investigation

Accident Investigation area grants provide funding to improve the overall ability of the Vehicular Crime Units (VCU) detectives to investigate fatality and serious injury collisions involving alcohol and/or drug impairment. Funding supports the purchase of Capital Outlay to provide the agencies with the most technically advanced accident measuring equipment and documentation systems to reconstruct collisions for causation for subsequent criminal prosecution. Additionally, funding provides both in-state and out-of state training for VCU personnel to receive the most current training and trends in the field of collision reconstruction.

Impaired Driving

Impaired Driving Program area grants strive to remove alcohol and other drug impaired drivers from the road through highly effective enforcement and public education programs, traffic adjudication, and licensing systems. Law enforcement agency grants additionally provide funding for concentrated DUI enforcement and multi-agency task forces during specific holiday periods such as Independence Day, Labor Day, St Patrick's Day, Halloween and Christmas Holiday season and on other days with high numbers of alcohol-related collisions (such as Super Bowl Weekend, Cinco de Mayo, Back to School). Enforcement efforts are conducted through combined agency efforts to cover all enforcement jurisdictions. These programs provide a highly visible and united message to the community to DUI during these periods.

Emergency Medical Services (EMS)

Victims of motor vehicle collisions must be assured of receiving life saving emergency medical service no matter where or when the collision occurs. To meet the challenge, GOHS funds cost effective programs that incorporate effective strategies for improving Arizona EMS system's ability to meet the needs of collision victims.

GOHS provides funds for rescue equipment, medical equipment and supplies, training, data collection and reporting systems, injury prevention programs, communications equipment and program evaluation.

Occupant Protection

Occupant Protection grants provide highly effective programs which reduce traffic fatalities and injuries by increasing the usage of seat belts and child safety seats. These grants provide traffic safety education, low-cost child safety seats, bilingual educational programs and materials, and overtime funds to conduct child safety seat checkups and enforcement. A strong commitment requires help from the entire community including public agencies and the private sector to increase seat belt and child safety seat compliance and correct usage.

Pedestrian and Bicycle Safety

GOHS grantees conduct traffic safety programs including rodeos for elementary, middle and high schools, and community groups in an effort to increase awareness among various age groups. To boost compliance with the law and decrease injuries, safety helmets are properly fitted and distributed to children in need. Other programs target high-risk populations and areas with multicultural public education addressing safer driving, biking and walking behaviors.

A bicycle and pedestrian community program should be designed to increase safety awareness and skills among pedestrians and bicyclists and should also address driver behaviors. Two types of programs are described below. A comprehensive program should include both elements: 1) education and 2) enforcement.

Police Traffic Services/Speed Control

The Police Traffic Safety/Speed Control program focuses on enforcing and encouraging compliance with seat belt use, impaired driving, speed limit, aggressive/reckless driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses to conduct enhanced enforcement directed toward described documented problem. Additional funding may support the purchase of Capital Outlay to be implemented to resolve the described problem.

Examples of funded equipment include: motorcycles, radar and laser speed measuring devices, visible speed display radar trailers, DUI checkpoint trailers, preliminary breath testing (PBT) devices, computers.

Roadway Safety/Traffic Records

GOHS Roadway Safety grants do not include highway design, maintenance or construction. Rather, it is a program intended to effect improvements in the roadway environment by enabling traffic engineers and others with traffic engineering responsibilities to identify and recommend solutions to traffic hazards attributable to the roadway and its appurtenances. An engineering solution represents a long-term improvement that should reduce not only the incidence of serious collisions, but also the need for close monitoring by law enforcement.

Roadway Safety grants may include the procurement and use of computer software to identify critical collision locations. When performed in conjunction with a Traffic Records program, a Roadway Safety grant may provide a grantee agency with a broad based, comprehensive Geographical Information System (GIS) or other similar automated system. The developed system must address the bulleted agendas (above) with the enhancement of graphics, data storage, and retrieval of collision and law enforcement activities.

Motorcycle Safety

The Motorcycle Safety program focuses on the reduction of motorcycle fatalities and serious injury collisions through enforcement, public awareness and education. Activities include but are not limited to impaired motorcycle operation, speeding, aggressive/reckless driving and other traffic laws. The grants are highly effective in reducing traffic collisions through selective enforcement and education.

Grants may include Personnel Services (overtime) and Employee Related Expenses to conduct enhanced enforcement directed toward described documented problem. Additional funding may support the purchase of Capital Outlay, Professional Outside Services, and Materials/Supplies to be implemented to resolve the described problem.

Proposal Development

Background

Provide general characteristics describing the applicant agency as well as information on population, demographics, topography, and climate. Additionally describe streets and highways listing of all roadway mileage within the agency's jurisdiction (if applicable to the project for which funds are being sought).

Problem Statement:

Provide detailed information reference the traffic safety related problem or deficiency that the proposed grant is intended to correct. Identify and gather appropriate supporting information and data relevant to the problem. When identifying the problem, take into consideration changes or granted changes in population, traffic patterns, and other demographic dynamics that may affect traffic safety.

Traffic Data Summary (If Applicable)

In addition to some data gathered by GOHS, the data provided in the proposal will be used to evaluate your proposal against those submitted from other agencies. If selected, updated 2011 data will be required as the baseline measurement for the program goals and objectives.

The Traffic Data Summary provides a statistical database to evaluate the need and potential effectiveness of the proposed project. Collection of correlated data is appropriate to identifying problems within communities thus, the three years traffic data summary form must be completed and attached to your proposal. **New data categories have been added** to the current statistical form which will allow GOHS to conduct a more in depth, comprehensive analysis of grant proposals. See on-line attachments for Traffic Summary Data Form.

For regional EMS proposals, the problem statement must include the number of traffic collision responses, extrications, age of equipment, response times, and size of response areas for each jurisdiction/station that will receive equipment. For non-profit organizations, no traffic data summary is required.

If your department does not have accurate data concerning traffic-related crashes, please contact the Arizona Department of Transportation, Motor Vehicle Division (Traffic Records Section 602-712-7011), adjudicating court/prosecutors office, and own respective agency traffic records section.

FY2013 TRAFFIC ENFORCEMENT REPORT

Description	2011	2010	2009
TOTAL FATAL COLLISIONS			
TOTAL INJURY COLLISIONS			
TOTAL COLLISIONS INVESTIGATED			
ALCOHOL-RELATED FATALITIES			
ALCOHOL-RELATED INJURIES			
SPEED-RELATED FATALITIES			
SPEED-RELATED INJURIES			
PEDESTRIAN FATALITIES			
PEDESTRIAN INJURIES			
BICYCLE FATALITIES			
BICYCLE INJURIES			
TOTAL DUI ARRESTS			
TOTAL MISDEMEANOR DUI ARRESTS			
TOTAL AGGRAVATED DUI ARRESTS			
TOTAL EXTREME DUI .15 ARRESTS			
TOTAL DUI-DRUG ARRESTS			
TOTAL DRE EVALUATIONS			
SOBER DESIGNATED DRIVERS CONTACTED			
UNDERAGE ALCOHOL VIOLATIONS - TITLE 4			
UNDERAGE DUI ARRESTS			
UNDERAGE DUI-DRUG ARRESTS			
TOTAL AGENCY CITATIONS			
SPEED CITATIONS			
RED LIGHT RUNNING CITATIONS			
SEAT BELT CITATIONS			
CHILD SAFETY SEAT CITATIONS			

Please Complete All Boxes on the Traffic Enforcement Report.

Attempts to Solve Problem

Describe in detail your agency past efforts to resolve the problem, if any, and include reasons the efforts have been unsuccessful. Outline the reasons the goals and objectives of the on-going or past projects haven't been met or a need to be modified

Performance Measures:

Grant goals and objectives should be stated in measurable terms, be concise and deal with a specific item, be realistic with a reasonable probability of achievement, and be related to a specific time frame (a "by" date). Establishing the "by date" assists in developing the full grant agreement upon acceptance of the proposal. These dates establish the full grant timeline.

Goals and Objectives related to statistical data should be based upon completion date of December 31, 2013. Goals and Objectives related to completion of activities to address goals and objectives should have a completion date of September 30, 2013.

Goals and Objectives serve as the foundation upon which the grant is built. Goal(s) are what you hope to accomplish by implementing a traffic safety grant and represent an end result. Examples of goal and objectives statements are the following:

To reduce the number of persons killed in alcohol-involved collisions **10%** from the 2011 base year total of **250** to **225** by December 31, 2013.

To reduce the number of persons injured in alcohol-involved collisions **10%** from the 2011 base year total of **250** to **225** by December 31, 2013.

To participate in **4** DUI Task forces by September 30, 2013.

To participate in **8** speed enforcement details by September 30, 2013.

To increase total department-wide DUI arrests by **10%** from **549** to **604** by December 31, 2013.

To conduct presentations in **2** high schools by September 30, 2013.

*Performance measures outlined in subsequent contracts if awarded are recommendations by GOHS staff to provide agencies with direction in achieving their goals and objectives.

Detailed Budget Estimate:

When preparing the Detailed Budget Summary, care should be taken in estimating costs. Grant costs must be reasonable and proportional to the stated problem. See on-line attachments for Budget Summary. Agency should research costs associated with proposed projects to assure accurate funding.

Personnel Services: This category is for overtime salaries. It is the policy of GOHS **not to fund** full-time or part time positions unless approved by the agency director

Employee Related Expenses: This category is for the benefits received, i.e. FICA (social security), Medicare, unemployment insurance, workers compensation, and pension. Typically this percentage is less for overtime than it is for straight time.

All proposals shall include the applying agency current percentage (%) for employee related expenses. Employee Related Expenses does not apply to health and dental insurance as the contributions are allocated out of a normally funded budgeted position.

Supplanting is replacing routine and/or existing State of local expenditures with the use of federal grant funds and/or using Federal grant funds for costs of activities that constitute general expenses required to carry out the overall responsibilities of State, local or Federally-recognized Indian tribal government is prohibited

Capital Outlay: This category is for equipment that has a **life of at least one year**. This includes, but is not limited to, marked and unmarked enforcement vehicles, police motorcycles speed detection devices, in-car video systems, preliminary breath testing devices, marked enforcement motorcycles, radar trailers, child safety seats and collision extrication equipment.

Photographs and estimated cost sheets should be provided as attachments for subsequent review by GOHS staff.

Professional and Outside Services: This category is reserved for contracted outside services. Examples of outside services include refurbishment of vehicles, public service announcements, brochures, production of signs and other public awareness and educational materials.

Travel In-State: This category is for attending highway safety-related workshops, conferences, and/or training. Include a breakdown of registration fees (if applicable), lodging and per diem. Mileage will be reimbursed only for personal vehicles. **Brochures providing conference/training information outlining content and costs must be including with proposal.**

In-State Travel: conference registration, lodging, and **State of Arizona per diem rates** will be reimbursed to the agency in accordance with ARS §38-624.

Travel Out-of-State: This category is for attending highway safety-related workshops, conferences, and/or training outside the State of Arizona. Include breakdown of registration fees (if applicable), lodging, per diem, airfare, ground transportation, (rental cars only if it can be demonstrated that this is the most economical mode of ground transportation). Except as separately approved by NHTSA, costs for international travel are not allowable. **Brochures providing conference/training information outlining content and costs must be**

including with proposal.

Out-of-State Travel: conference registration, round-trip airfare, ground transportation (excluding a rental vehicle unless it can be documented that the costs are equal to or less than utilizing a taxi, shuttle, hotel transportation), lodging, and **State of Arizona per diem rates** will be reimbursed to the agency in accordance with ARS §38-624.

Alcoholic beverages for any consumption purposes, including controlled settings for the training of law enforcement officers in techniques for determining driver impairment are not allowable.

Costs of **entertainment**, including amusement and social activities and any costs directly associated with such costs (such as tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities) are not allowable.

Materials and Supplies: This category is for items that support capital outlay equipment such as PBT mouthpieces, blood kits, DRE supplies, breath testing instrument gas canisters etc. Additional items purchase under this section would include public information and educational materials to support a traffic safety program such as informational brochures and items for distribution (pencils, key chains etc.).

Obtain appropriate estimates from vendors, and include **tax, delivery, shipping, and set-up costs**. Attempt to anticipate increases in costs that may occur between the time the grant is proposed and the grant start date. It is strongly recommended that you request assistance from your financial office to estimate accurate program costs. **An inaccurate budget estimate could result in insufficient grant funds.**

Budget Schedule B (Example)

ESTIMATED COSTS:

I.	Personnel Services (overtime) REQUIRES EXPLANATION	\$00.00
II.	Employee Related Expenses REQUIRES ERE PERCENTAGE	\$00.00
III.	Professional and Outside Services REQUIRES EXPLANATION	\$00.00
IV.	Travel In-State REQUIRES EXPLANATION	\$00.00
V.	Travel Out-of-State REQUIRES EXPLANATION	\$00.00
VI.	Materials and Supplies REQUIRES EXPLANATION	\$00.00
VII.	Other Expenses REQUIRES EXPLANATION	\$00.00
VIII.	Capital Outlay (List equipment)	\$00.00
	<u>TOTAL ESTIMATED COSTS</u>	*\$00.00

Budget Narrative:

This schedule is a detailed narrative explanation and justification of individual expenditures outlined in the Budget Summary Page. The Budget Narrative should be complete, covering all cost categories and individual line-items reflected in the Budget Summary. Provide specific details on how the granted funding will be implemented related to the previously outlined request.

SPECIFIC REQUIREMENTS:

Requirements for Speed Detection Devices:

The successful vendor must certify that the speed detection devices purchased are on the IACP Consumer Products List and must meet, or exceed, NHTSA/IACP model specifications.

The Agency will be required to provide all personnel the appropriate training for using the speed detection devices purchased under this contract implementing a National Highway Traffic Safety Administration (NHTSA) approved training course.

The Agency will be required to maintain written documentation (copy of the training certificates) which will be available for review by GOHS.

Requirements for Speed Monitoring Trailer Systems:

Speed monitoring trailers are portable, self-contained speed display units. This equipment must be used for enforcement, public information, education, data collection. The successful vendor must certify that the speed monitoring trailer purchased is on the IACP Consumer Products List and must meet, or exceed, NHTSA/IACP model specifications.

The Agency will be required to provide all personnel the appropriate training for using the speed detection devices purchased under this contract implementing a National Highway Traffic Safety Administration (NHTSA) approved training course.

The Agency will be required to maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

The Agency will be required to maintain a written policy covering training and usage regarding Speed Trailer System which will be available upon request for review by GOHS.

Requirements for In-Car Video Systems:

The successful vendor must certify that the in-car video system purchased is on the IACP Consumer Products List and must meet, or exceed, NHTSA/IACP model specifications.

The Agency will be required to provide all personnel the appropriate training for using the In-Car Video System purchased under this contract implementing a National Highway Traffic Safety Administration (NHTSA) approved training course.

The Agency will be required to maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

The Agency will be required to maintain a written policy covering training and usage regarding In-Car Video System which will be available upon request for review by GOHS.

Requirements for Personal Video Recorders:

The successful vendor must certify that the in-car video system purchased is on the IACP Consumer Products List and must meet, or exceed, NHTSA/IACP model specifications.

The Agency will be required to provide all personnel the appropriate training for using the Personal Video Recorder System purchased under this contract implementing an agency approved training course.

The Agency will be required to maintain a written policy covering training and usage regarding Personal Video Recorders which will be available upon request for review by GOHS.

Requirements for Portable Breath Test Devices (PBTs):

The successful vendor must certify that the devices purchased are on the NHTSA Conforming Products List and must meet, or exceed, NHTSA model specifications.

The Agency will be required to provide all personnel the appropriate training for using the Portable Breath Test Devices (PBTs) purchased under this contract. The training should address, but not limited to, basic instrument nomenclature, procedures on operation, calibration, and maintenance.

The Agency will be required to maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

PBTs will be required to be calibrated per the specifications outlined by the respective manufacturer. Written documentation will be maintained by the agency and will be available upon request for review by GOHS.

Requirements for Intoxilyzers (Evidentiary Breath Testing Instruments):

The successful vendor must certify that the devices purchased are on the NHTSA Conforming Products List and must meet, or exceed, NHTSA model specifications. In addition, the devices must be certified and approved by the Arizona Department of Public Safety per Arizona Administrative Code R9-14-403.

The Agency will be required to provide all personnel the appropriate training for using the Intoxilyzers purchased under this contract implementing a National Highway Traffic Safety Administration (NHTSA) approved training course.

The Agency will be required to maintain written documentation (copy of the training certificates) which will be available upon request for review by GOHS.

Intoxilyzers will be required to be operated, calibrated under the standard quality assurance procedures per the appropriate outlined procedures listed in the Arizona Administrative Code.

Requirements for Marked Police Vehicle Package:

Equipment included with the vehicle, at a minimum is emergency equipment (lights and siren), police radio system, and may include speed detection device and in-car video system.

Requirements for Unmarked Enforcement Vehicle:

Equipment included with the vehicle, at a minimum is emergency equipment (lights and siren), police radio system, and may include speed detection device and in-car video system. The make,

model, and color of this vehicle will not be that which is associated with traditional enforcement vehicles.

Requirements for Marked Police Motorcycle Package:

Equipment included with the motorcycle, at a minimum, is emergency equipment (lights and siren), police radio system, and helmet with microphone and may include speed detection device.

Requirement for Child Safety Seats

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period. Child Safety Seats will only be distributed by certified Child Passenger Safety Technicians along with appropriate installation instruction and education. \$50 is the maximum allotted funding amount per child safety seat.

Requirements for Professional and Outside Services:

A copy of all contracts for "Professional and Outside Services" will be required to be submitted to the GOHS Director for written approval before execution.

Requirements for Public Information and Education Materials:

Prior to the printing and distribution of public information and education materials, a sample will be required to be provided to the GOHS Director for review and written approval.

Requirements for Paid Media:

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval. If this is not done, costs relating to the printing and distribution of the materials may not be reimbursed.

Equipment \$5,000 or more (Major Capital Outlay Equipment):

The definition of "major" equipment is tangible, non-expendable property having a useful life of more than one (1) year and an acquisition cost of \$5,000.00 or more per unit. All funded projects for single items of capital outlay equipment of \$5,000.00 or more must have additional review and approval by NHTSA Region 9.

METHOD OF PROCUREMENT:

Procurement procedures shall be in accordance with the Project Director's Manual and Schedule C, Section X. Additionally, the Agency shall follow State Procurement Code.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the Agency documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment. The Project Director shall be required to retain copies of all documentation in the project file.

LIMITATIONS AND CONDITIONS

1. Facilities

- a. Costs for land are not allowable.
- b. Costs for construction or reconstruction of driving ranges, towers, and skid pads are not allowable.
- c. Costs for construction, rehabilitation, or remodeling, or for office furnishings and fixtures for state, local, or private buildings or structures are not allowable.

2. Personnel

It is the policy of GOHS to not fund positions. The only Personnel Services and Employee Related Expenses that will be funded are for overtime.

3. Equipment

- a. Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes.
- b. Costs for ambulances will not exceed 25% of the purchase price unless the agency submits documentation supporting a higher percentage of highway safety utilization.
- c. Costs for safety belts and air bags/automatic restraints are not allowable.
- d. Costs for child restraint devices are allowable if they comply with NHTSA performance standard FMVSS #213. An educational component **must** be included in your proposal.

The individual administering this program, prior to distributing any child safety seats, **must** have a certified national child safety seat technician or available to the agency. You may contact GOHS or refer to the National Safe Kids website for scheduled training. The cost of this training may be included in your proposal and will be evaluated upon financial need.

It is GOHS policy to provide funding to agencies to order their own respective child restraint systems in bulk and have them drop-shipped to approved agencies.

- e. Costs for police officer uniforms, weapons, handguns, shotguns, mace, batons, riot helmets, bulletproof vests, motor boots, and ammunition are not allowable.
- f. Costs for portable scales, including costs associated with transportation and use, are not allowable.
- g. Costs for mainframe computers are not allowable.

h. Costs for commercial lease or purchase of motorcycles are not allowable; however, police package solo motorcycles and helmets with microphones are allowable costs.

i. The purchase of both fixed and portable **truck scales are not allowable**. (Motor Carrier safety program funds are available for truck scales.)

j. The purchase of **traffic signal preemption** systems are not allowable. (FHWA Federal-aid highway program funds are available.)

k. Costs for **highway safety appurtenances** including longitudinal barriers (such as guardrails), sign supports (except as allowed under Allowable Costs with Conditions for selected Items, Part II.A.2.), luminaries supports, and utility poles are not allowable. (FHWA safety construction Federal-aid funds are available.)

l. Costs for **construction or reconstruction** of permanent facilities, such as paving, driving ranges, towers, and non-portable skid pads.

m. Costs for construction, rehabilitation, or remodeling for any buildings or structures or for the purchase of **office furnishings and fixtures**. The following are some examples of those items:

Desk	Credenza	Storage Cabinet
Chair	Bookcase	Portable Partition
Table	Filing Cabinet	Picture, Wall
		Clock
Shelving	Floor Covering	Draperies &
		Hardware
Coat Rack	Office Planter	Fixed
		Lighting/Lamp

n. It is the policy of the GOHS not to fund indirect costs.

4. Training

a. Costs for training are allowable using curriculum developed or endorsed by USDOT/NHTSA or their equivalent.

It is the policy of GOHS to reimburse the **lowest registration fee** offered, i.e. early registration versus late or on-site registration.

b. Development costs for new training curriculum and materials are allowable if they will not duplicate materials for similar purposes by USDOT/NHTSA or by other states. This does not preclude modifications of present materials necessary to meet state and local instructional needs.

c. Costs to pay for an employee's salary while pursuing training or to pay the salary of the employee's replacement, except where the employee's salary is supported by federal funds under an approved project, are not allowable.

- d. Training costs for helicopter pilots, fixed wing pilots, and observers are not allowable.
- e. Costs to pay for an **individual's salary** while pursuing training or to pay the salary of the individual's replacement is considered supplanting, except to the extent that the individual's salary is already supported with highway safety funds under an approved project.
- f. Costs of training employees of Federal and military agencies are not allowable.

All training for FY 2013 needs to be completed prior to September 30, 2013. Training occurring after that date will not be reimbursable utilizing FY 2013 funds.

5. Subcontractors

All contracts between a sub grantee agency and subcontractor (s) must be reviewed by the GOHS Director and approved in writing prior to execution. If this is not completed, costs relating to the subcontractor may not be reimbursed.

Requirements Emergency Medical Services

The following information is to provide further clarification for agencies applying to GOHS for federal grant funds under the EMS highway safety program area specifically.

- a. Eligibility: Agencies that are tax-based and non-profit agencies may apply to GOHS for federal grant funds.
- b. Relation to Highway Safety: GOHS reviews grant proposals based on how the request applies to "highway safety." When submitting a request for equipment or training, explain why the equipment is needed and how the requested items relate directly to highway safety and will contribute to the reduction of crashes, fatalities and injuries.
- c. Statistics: Provide information on the number of highway miles the agency responds to, where the agency is located and the other agencies nearby that also respond to the same area. Provide statistics for the previous three (3) years of the number of crashes responded to, the number of resulting injuries, fatalities and average response time. Statistics will be reported to GOHS during the contract period if grant funds are awarded.
- d. Equipment: Costs for major multi-purpose equipment will be factored based on utilization for highway safety purposes. It is a NHTSA rule that any multi-purpose equipment (ambulance, rescue equipment, fire truck, mass casualty trailer, truck chassis, medical equipment and/or supplies) will not exceed 25% of the purchase price. The purchase price for equipment directly related to highway safety (i.e., extrication tools, airbag lifting set, etc.) is fundable at 100%.

"SAMPLE" RESOLUTION and CERTIFICATION

(Note: When preparing your agency's Resolution, please enter the one appropriate choice from within each set of brackets or other appropriate information for that section if choice is not listed.)

RESOLUTION

Resolution Number: _____

A RESOLUTION OF THE [COUNCIL, BOARD] OF THE [CITY, TOWN, COUNTY] OF _____, ARIZONA, PERTAINING TO THE SUBMISSION OF PROJECTS FOR CONSIDERATION IN ARIZONA'S 2011 (requested fiscal year) HIGHWAY SAFETY PLAN:

WHEREAS, the Governor's Office of Highway Safety is seeking proposals from state and local agencies for projects relating to all aspects of highway safety; and

WHEREAS, the [City, Town, County] of _____, through the [Police/Fire Department, Sheriff's Office], is interested in submitting projects to be considered for funding in the form of reimbursable grants from the National Highway Traffic Safety Administration;

NOW, THEREFORE, BE IT RESOLVED by the [Council, Board] of the [City, Town, County] of _____, Arizona as follows:

1. THAT approval of the submission of projects for consideration in Arizona's *20____ (requested fiscal year)+ Highway Safety Plan is granted.

2. THAT _____, [Chief of Police, Fire Chief, Sheriff] is appointed agent for the [City, Town, County] of _____, to conduct all negotiations and to execute and submit all documents and any other necessary or desirable instruments in connection with such grant.

PASSED AND ADOPTED by the [Council, Board] of the [City, Town, County] of _____, Arizona, this _____ day of _____, 20____.

ATTEST:

[CITY, TOWN, COUNTY] CLERK [MAYOR, BOARD SUPERVISOR]

Print Name and Telephone Number Print Name and Telephone Number

CERTIFICATION

I HEREBY CERTIFY that the foregoing Resolution Number _____ was duly passed and adopted by the [Council, Board] of the [City, Town, County] of _____, Arizona, at a regular meeting held on the ____ day of _____, 20____, and that a quorum was present at the meeting.

[CITY, TOWN, COUNTY] CLERK

APPROVED AS TO FORM:

Governor's Office of Highway Safety (GOHS) Staff

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